

VACANCY ANNOUNCEMENT
COURT SERVICES AND OFFENDER SUPERVISION AGENCY
PRETRIAL SERVICES AGENCY

Announcement Number: 05-01(MPP)

If you previously applied under **Announcement Numbers 04-13 and/or 04-16**, you need to **reapply**.

Opening Date: October 15, 2004

Closing Date: November 12, 2004

Area of Consideration: Current and former Federal employees, CTAP/ICTAP eligibles, or persons eligible for non-competitive appointment under Special Hiring Authority. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

Job Title, Series, and Grade: Accountant, GS-0510-13
Permanent, Full-Time, Career or Career-Conditional

Full Performance Level: GS-13

Salary: \$72,108 - \$93,742 Annual

Location: Office of Finance and Administration
Pretrial Services Agency (PSA)
Washington, DC

RELOCATION EXPENSES ARE NOT AUTHORIZED.

SUMMARY OF PRIMARY DUTIES AND RESPONSIBILITIES:

The incumbent of this position serves as the Accounting Officer. He/she:

- Manages the PSA accounting program including accounting operations and services, automated accounting systems, reporting, audit and internal control and development of required policies and procedures.
- Develops and issues accounting policies and procedures. Reviews new legislation or regulations and determines application to PSA programs.
- Manages the daily operations of PSA accounting systems which include accounting for grants, contracts, interagency agreements, payment certification,

travel, supplies and services. Directs the examination of vouchers and claims against PSA funds for accuracy, legality, and adherence to obligating documents. Develops accounting structures and methods for cost control and reporting.

- Directs the administration and utilization of automated systems used in accounting operations. Identifies the need for and works with Information Technology staff to develop, test and implement system changes.
- Manages federally required financial reporting activities for PSA including the annual audit. Responsible for production of a variety of financial reports for internal use.
- Develops and implements audit functions for PSA accounting operations. Responsible for PSA compliance with all laws and regulations.
- Oversees preparation of financial statements and coordination with independent auditors for all annual and quarterly audit planning and execution functions.

Qualification Requirements:

Basic Requirements:

- A. Degree: accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

OR

- B. Combination of education and experience—at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include one of the following:
1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
 2. A certificate of Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
 3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the

applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A: and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

Specialized Experience:

One year of specialized experience independently planning and conducting a variety of assignments in accounting, providing recommendations on accounting policies and procedures, and administering and utilizing a number of complex automated accounting systems at a level of difficulty and responsibility equivalent to the GS-12 level.

Note: This is not a law enforcement position.

Evaluation Methods:

Applicants will be evaluated according to the extent and quality of experience, education and training, job-related awards and supervisory appraisal of performance. If you meet the basic qualification requirements, your application/resume will be evaluated against the knowledge, skills and abilities required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration.

To receive full consideration, applicants should address each of the knowledge, skills and abilities described below.

Knowledge, Skills and Abilities Required:

1. Knowledge and understanding of generally accepted accounting standards and principles, accounting concepts and fiscal procedures to include the daily oversight of the entire accounting cycle.
2. Knowledge of the preparation of federal financial statements and coordination with independent auditors for all annual and quarterly audit planning and execution functions.
3. Skill in and ability to manage an accounting program, which includes having demonstrated experience in accounting operations and services, automated accounting systems, Federal travel rules and regulations, reporting, audit and internal controls, and development of required policies and procedures.
4. Knowledge of federal accounting financial regulations, policies and procedures including those issued by Treasury, OMB, and GAO and the proper and legal use of appropriated funds.
5. Skill in written and verbal communication related to financial management and federal audits.

About PSA:

The Pretrial Services Agency (PSA) is an independent entity in the Court Services and Offender Supervision Agency in the federal executive branch of the United States government. PSA is responsible for the investigation and supervision of persons arrested and released into the community pending disposition of their cases in the D.C. Superior Court and U.S. District Court for the District of Columbia. PSA is committed to honoring the constitutional presumption of innocence and enhancing public safety. Its mission is to 1) formulate recommendations that promote the use of least restrictive nonfinancial pretrial release and 2) provide effective community supervision for defendants to ensure court appearance, promote public safety, and address social issues that contribute to crime.

How to Apply:

Interested applicants may submit:

- (1) A resume or application form (Standard Form 171 or Optional Application for Federal Employment OF-612). Indicate the lowest grade you will accept and provide salary information with each position described on the application. To be considered for this position, please include a transcript of college courses.
- (2) A supplemental sheet addressing each of the knowledge, skills and abilities listed above. You should indicate demonstrated experience and education in each factor.
- (3) A copy of your most recent Notification of Personnel Action (SF-50).
- (4) A copy of your most recent performance evaluation.

Status applicants for promotion must have 52 weeks of service at the next lower grade. Time-in-grade requirements must be met by the close of this announcement.

Conditions of employment:

Male applicants born after December 31, 1959, who are at least 18 years of age must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

All applicants are subject to a comprehensive criminal background investigation, and required to submit to urinalysis to screen for illegal drug use prior to appointment.

All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

U.S. citizenship is required.

Completion of a one-year probationary period is required.

You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; veterans with service-connected disabilities of 30 percent or more; returned volunteers from the Peace Corps or Vista, etc. Appropriate documentation to support this claim for eligibility will be required. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the Agency CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice, a "Notice of Personnel Action" (SF-50) documenting separation, an agency certification that you cannot be placed after injury compensation has been terminated, an OPM notification that your disability annuity has been terminated, **OR** a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. Section 8337(h) or Section 8456.

Reasonable Accommodation: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Veterans' Employment Opportunities Act of 1998: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. If you are applying under this provision, please submit a copy of your DD-214.

Submit your application package to:

Pretrial Services Agency
Office of Human Resources
633 Indiana Avenue, NW—Suite 1170
Washington, DC 20004-2903
Or Fax to: (202) 220-5633

Or Email to: PSAJobs@csosa.gov

If you have questions about this vacancy announcement, please call Aden Williams, (202) 220-5752.

Applications must arrive by the closing date of this announcement to receive consideration.

The Pretrial Services Agency is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

